

OFFICE OF SECURITY WEEKLY STAFF MEETING

OS Conference Room

25 October 1973

1. Present were:

25X1A

2. Pertinent Items of Interest:

### a. Commendations

The Office of Security received commendations from several areas based on the recent performance of its careerists. Mr. Osborn indicated that the Director of Logistics paid tribute to the Office of Security for locating a 15-year-old missing dependent, and for straightening out a situation involving the misuse of a vehicle inspection ticket so that a falsely accused employee was absolved of any wrongdoing in a way to keep the case out of the media.

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[REDACTED] Station sent in a commendation cable on four Physical, Technical and Overseas Security employees for the manner in which they handled an extensive alarm installation at the Station. [REDACTED] Station expressed its appreciation for the security support [REDACTED]

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## b. Assignments

Mr. [REDACTED] announced that [REDACTED], presently with the Office of Joint Computer Services, is being reassigned

25X1A

25X1A

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25X1A to the [REDACTED] Saigon Station has  
25X1A accepted the proposed assignments of [REDACTED]  
25X1A and [REDACTED] to its Station Security Staff. Mr. Jerry  
25X1A [REDACTED] has completed his assignment with the DCI  
Security Staff and has reported to the Operational Support  
Branch, SSD, PSI.

c. Travel

25X1A

[REDACTED]

d. Badge Machine

25X1A The Office of Logistics Contract Review Board has approved  
25X1A the concept of a badge machine. The [REDACTED] has the  
winning bid. Final contract negotiations with the [REDACTED] 25X1A  
[REDACTED] are now in progress.

e. Headquarters Family Visitation Days

25X1A A notice is being circulated indicating that Family Visi-  
tation Days at the Headquarters Building will begin  
Saturday, 3 November. The Management and Services Direc-  
torate has been allotted one day, 3 November. The names  
of attendees are to be submitted as soon as possible. All  
attendees are requested to be in the Headquarters auditor-  
ium by 10 a.m.

25X1A f. [REDACTED]

25X1A A revision of the procedures to be followed in carrying  
25X1A out [REDACTED] has been approved by the Director  
of Security. [REDACTED] which is responsive to  
such emergencies as bomb threats, has been recast in a  
new concept aimed at achieving a faster response on the  
part of the Security careerists involved.

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g. Computer Based Telephone Listing

The first Computer Based Office of Security Telephone Listing is off the press and will be distributed within a week. It is hoped that this type of listing will make more frequent and accurate updating possible for the Agency telephone directory.

h. Package Inspection

The package inspection conducted 16 and 17 October at the Headquarters Building between 4 p.m. and 6 p.m. resulted in 32 persons being challenged. Of these, ten persons had legitimate cause for removing official data from the building. Letters are going out to the supervisors of the remaining 22 persons requesting comments on their employees removing official data after the close of their business day.

i. Personal History Statement Revision

The Office of Security has been approached by the Office of Personnel for suggestions regarding revisions of the Personal History Statement. The Office of Personnel is hoping to shorten the length of this form. The Office of Security has had only minor revisions to suggest.

j.



25X1A

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:	EXTENSION	NO.
25X1A [REDACTED] PPB <i>Ew</i>	5311	
		DATE
		26 October 1973

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1.	AC/PPB	10/26/73	<i>[Signature]</i>	
2.	DD/P&M	26 OCT 1973	<i>[Signature]</i>	
3.	D/Security	29 OCT 1973	[REDACTED]	25X1A
4.	DD/Security	29 OCT 1973	<i>[Signature]</i>	
5.				
6.	25X1A Mr. [REDACTED]			
7.				
8.				
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15.				